Programme: LIFELONG LEARNING PROGRAMME

Sub-programme: COMENIUS

Action type: PARTNERSHIPS

Action: COMENIUS Multilateral school partnerships

Working language of the partnership: EN - English

Project title: *School for Life*

Project acronym: SoLIFE

Event Checklist

Step	Developing Project Team	Yes	No
BEFORE	We have brainstormed many relevant and unusual ideas for our event.		
	We have made a plan for all the activities (*Before…; During…; After the event*).		
	We have established a plan for completing the project of the event with responsibilities.		
	We have established a plan for completing the project of the event with deadlines.		
	We have a meeting with all the mixed-teams to review our plan.		
WHILE	We have monitored the development of the event.		
AFTER	We have made a SWOT analysis at the end of the event.		

Step	Presenting the Power Point Team	Yes	No
BEFORE	We have brainstormed many relevant and unusual ideas for our presentation.		
	We have collected all the correct information for all sources used.		
	We have chosen representative images and key words to present our school.		
	We have chosen different and appropriate colors, fonts, graphics and effects to enhance our presentation.		
	We have used persuasive language throughout our presentation.		
	We have used peer feedback to review our final presentation.		
	We have rehearsed our presentation and now we are ready for a live audience (visitors).		
	We have ensured that the laptop and video projector working properly.		
WHILE	We have spoken fluently.		
	We have spoken clearly.		
	We have presented the information in a clear and informative manner.		
	We have presented the information in a persuasive manner.		
AFTER	We have made a SWOT analysis at the end of the event.		

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Peer feedback form

1. Three outstanding aspects:

_____
_____
_____

2. Confusing aspects:

_____
_____
_____

3. Three suggestions for improvement:

_____
_____
_____

4. Any other comments:

_____
_____
_____

We will use your ideas to review our teamwork. Thank you!

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Self-assessment scale

(Collaboration)

Event: ………………………………………………………

Teamwork: ……………………………………………..

	Always (4)	Often (3)	Rarely (2)	Never (1)
We support each other and value the ideas.				
We ask exploring questions.				
We repeat or paraphrase what other members have said to elucidate misunderstanding.				
We communicate our viewpoints without offending.				
We are looking for various opinions, we try to reach a joint understanding and we value our differences.				
We try to find the best solutions for solving unexpected problems.				
We assume the responsibility.				
We respect the deadlines.				